



Board of Trustees Meeting Agenda September 26, 2013

MEETING MINUTES

The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 5:00pm on the above date at 150 Washington Street in Providence, RI, pursuant to the applicable provisions of the Open Meetings Act, so called other APPLICABLE SECTIONS OF THE General Laws of the state of the Rhode Island as amended.

Board Members Present: Mike Paruta, Cindy Scott, Annette Fonteneau, Ruth Ricciarelli, Nancy McMahon, Manuela Raposo

Excused: Donna Policastro, Lynne Dunphy

Staff Present: Pamela McCue, CEO, Sue Crotty, CFO, Mike Abney, Business Manager, Keith Olivera, COO, Mary Caporelli, Director of Academics

- 1. Meeting called to order at 5:04pm by Mike Paruta. A quorum was established.**
- 2. Presentation of Minutes of Open Session of August 1, 2013**

On motion of Nancy McMahon and seconded by Annette Fonteneau, the present Board members unanimously voted to accept the minutes of August 1, 2013.

3. Adjournment of Executive Session

On motion of Michael Paruta and seconded by Nancy McMahon, the present board members unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(a)(5) of the Rhode Island General Laws for the discussion or consideration related to the acquisition or lease of real property for public purposes.

Nancy McMahon called the Open Session back to order at 5:35pm.

Vote to Seal Minutes of Executive Session Pursuant to Sections of 42-46-5 of the Rhode Island General Laws.

On motion of Nancy McMahon and seconded by Annette Fonteneau, the present Board members unanimously voted to keep confidential all matters discussed in the Executive Session and to seal those minutes.

4. Administrative Reports

- Pamela McCue gave the CEO Report (attached). In addition , the following information was provide:
 - Ms. McCue notified the Board that Rebecca Delbarone has resigned as Math teacher. RINIMC is working toward finding a replacement.
 - Ms. McCue reported that the Adult CNA program with Lifespan (working with Alexis Devine) is going well. The program began this summer with the first cohort scheduled to finish soon. The second cohort is schedule to begin in late October. She also reported that all program expenses, including her time, are covered by the grant.
 - Ms. McCue report that Science NECAP results were released this morning. She reminded the Board that NECAP tests are administered twice per year to 11th graders, reading comprehension, writing and math in the fall with the science exam in the spring. RINIMC 11th graders did not perform well on this portion of the NECAP. A Performance Improvement Plan has been developed and is in place to address the noted gap in the current science curriculum that is primarily focused on biology and anatomy as this is a Nursing focused high school. The NECAP science scores will not affect student graduation status.
- Susan Crotty presented the Finance Report (attached).
 - Ms. Crotty reported that three bids were solicited to audit last year's books. The bids were reviewed and discussed with Donna Policastro, Board Treasurer, resulting in the recommendation to work with Aaronson Lavoie Streitfeld Diaz and Company. This company has been in business for over 40 years, has experience working with Charter Schools, and presented a reasonable bid.

On motion of Annette Fonteneau, seconded by Ruth Ricciarelli, the present Board members unanimously voted to accept this recommendation.

5. Old Business

- Board Policy Committee – Discussion of the status of Board Bylaws and RINIMC Employee Manual. Policy Committee needs to review the revised Bylaws and Employee Manual and will bring recommendations to the October 31 Meeting.

6. New Business

- School Wide Plan-Discussion/Action Item (attached)- Ms. McCue and Ms Caporellie gave a high level overview of the Plan. Ms. Caporellie answered questions of the Board. Chairman Paruta recommended adding a mechanism to track the progress of each goal/objective for internal and Board evaluation.

On motion of Ruth Ricciarelli, seconded by Manuela Raposo, the present Board members unanimously voted to accept the Strategic Plan as presented.

7. Announcements for the good and welfare of the organization

No announcements made

8. Open public comment period- no public comments.

9. Adjournment:

On motion of Nancy McMahon, seconded by Manuela Raposo; it was unanimously voted to adjourn at 6:05pm.